



Development Services Department  
600 Sixth Street  
Lincoln, CA 95648  
(916) 434-2470

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## UNIVERSAL APPLICATION FORM

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### TYPE OF APPLICATION/ENTITLEMENT:

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|--|--|
| <input type="checkbox"/> Design Review _____             | <input type="checkbox"/> Modification of _____                 |
| <input type="checkbox"/> Conditional Use Permit          | <input type="checkbox"/> General Plan Amendment                |
| <input type="checkbox"/> Public Convenience or Necessity | <input type="checkbox"/> General Development Plan - PD         |
| <input type="checkbox"/> Development Permit              | <input type="checkbox"/> Specific Development Plan/Permit - PD |
| <input type="checkbox"/> Development Agreement           | <input type="checkbox"/> Lot Line Adjustment                   |
| <input type="checkbox"/> Rezone - From: _____ to: _____  | <input type="checkbox"/> Parcel Merger                         |
| <input type="checkbox"/> Variance _____                  | <input type="checkbox"/> Final Subdivision Map                 |
| <input type="checkbox"/> Tentative Parcel Map            | <input type="checkbox"/> Final Parcel Map                      |
| <input type="checkbox"/> Tentative Subdivision Map       | <input type="checkbox"/> Appeal                                |
|  | <input type="checkbox"/> Other _____                           |

NAME OF PROJECT: \_\_\_\_\_

Location & Address of Project: \_\_\_\_\_

Assessor's Parcel Number: \_\_\_\_\_

Existing Use of Property: \_\_\_\_\_

General Plan Designation: \_\_\_\_\_

Zoning Designation: \_\_\_\_\_

Property Size: Acres and/or square feet, \_\_\_\_\_

Dimensions of Property: \_\_\_\_\_

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Is the property located within 1000 feet of McClellan Communications Station\*? ☐ Yes ☐ No

\*The McClellan Communications Station is located north of Moore Road and west of Dowd Road on Assessor's Parcel Numbers 021-081-018, 021-081-042 & 021-081-045.

### Department Use Only

Date Received: \_\_\_\_\_

Fees Paid: \_\_\_\_\_

Received By: \_\_\_\_\_

Receipt #: \_\_\_\_\_

Describe your project, in detail, in the space provided below. If you need more space, please prepare the response on an additional sheet of paper.

[illegible]

Name \_\_\_\_\_

Mailing Address\_\_\_\_\_

E-mail Address \_\_\_\_\_

Telephone Number \_\_\_\_\_ Fax Number \_\_\_\_\_

Name\_\_\_\_\_

Mailing Address\_\_\_\_\_

E-mail Address\_\_\_\_\_

Telephone Number \_\_\_\_\_ Fax Number \_\_\_\_\_

Name \_\_\_\_\_

E-mail Address \_\_\_\_\_

Mailing Address \_\_\_\_\_

Telephone Number \_\_\_\_\_ Fax Number \_\_\_\_\_

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**Indemnification:**

Applicant(s) agree to defend, indemnify and hold harmless the City of Lincoln ("City") and its agents, officers, consultants, independent contractors and employees ("City's Agents"), through legal counsel selected by the City, from any and all alleged damages, claims, actions, liabilities or proceedings concerning the Project, whether contractual, statutory, or otherwise, including, without limitation, claims against the City or the City's Agents to attack, set aside, void, or annul any approval by the City, or the City's Agents concerning the Project (collectively "Claim"). The City shall promptly notify the Applicant of any Claim. If the City fails to notify the Applicant of any Claim, the Applicant shall not thereafter be responsible to defend, indemnify, or hold harmless the City. Nothing in this paragraph shall obligate the City to defend any Claim and the City shall not be required to pay or perform any settlement arising from any such Claim not defended by the City, unless the settlement is approved in writing by the City.

**Reimbursement:**

Applicant(s) agree that the Applicant(s) shall fully reimburse the City for costs incurred in connection with the Application Process regardless of any action taken by the City with respect to the Applicant(s)'s application. Applicant(s) also acknowledge and agree that the Fees (hereinafter "Funds") paid herewith may not be adequate to fully reimburse the City for costs incurred in connection with the Application Process, and that periodically, as the need arises, Applicant(s) may be called upon to make further deposit of Funds. Applicant(s) agrees that there shall always remain on deposit with the City sufficient Funds to cover the anticipated costs to be incurred with the Application Process through the Public Hearing Process. In the event, for any reason, a City request for further deposit of Funds from Applicant(s) is not fully satisfied, within thirty (15) business days the City may cease processing of this application and the related project, and record the failure to make the requested deposit of Funds as the Applicant(s)' request to cease processing the application as is herein the legal claim of the title of the property. The failure of the City to request additional deposit(s) of Funds or to cease processing of the application due to lack of Funds shall not constitute a waiver of the Applicant's responsibility to fully reimburse the City for costs incurred in connection with the Application Process. The advance of Funds shall not be dependent upon the City's approval or disapproval of the Applicant(s)' application, or upon the result of any action, and shall in no way influence the Project. Neither Applicant(s) nor any other person providing funding for the Project shall, as a result of such funding, have any expectation as to the results of the Application Process or the selection of an alternative favorable to or benefiting Applicant(s).

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SIGNATURES: (MUST BE OBTAINED FOR SUBMITTAL OF PROJECT)

OWNER: \_\_\_\_\_ DATE: \_\_\_\_\_

TYPE OR PRINT NAME HERE: \_\_\_\_\_

APPLICANT: \_\_\_\_\_ DATE: \_\_\_\_\_

TYPE OR PRINT NAME HERE: \_\_\_\_\_

I have read and agree to the above noted Indemnification and Reimbursement language - ☐

APPLICANT: \_\_\_\_\_ DATE: \_\_\_\_\_

TYPE OR PRINT NAME HERE: \_\_\_\_\_

I have read and agree to the above noted Indemnification and Reimbursement language - ☐

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Indicate name, and e-mail address of all parties wishing to receive agenda for time and date of meetings regarding this project:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

*Supplementary Document D*  
**ENVIRONMENTAL INFORMATION FORM**  
(To be Completed by Applicant)

**General Information**

1. Name and address of developer or project sponsor:

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2. Address of project: \_\_\_\_\_

3. Assessor's Block and Lot Number: \_\_\_\_\_

4. Name, address, and telephone number of person to be contacted concerning this project:

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5. List and describe any other related permits and other public approvals required for this project, including those required by city, regional, state and federal agencies:

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6. Existing zoning district:

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7. Proposed use of site (Project for which this form is filed):

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**Project Description**

8. Site size: \_\_\_\_\_

9. Square footage: \_\_\_\_\_

10. Number of floors of construction: \_\_\_\_\_

11. Amount of off-street parking provided: \_\_\_\_\_

12. Attach plans.

13. Proposed scheduling: \_\_\_\_\_

14. Associated project: \_\_\_\_\_

15. Anticipated incremental development: \_\_\_\_\_

16. If residential, include the number of units, schedule of unit sizes, range of sale prices or rents, and type of household size expected. \_\_\_\_\_

17. If commercial, indicate the type, whether neighborhood, city or regionally oriented, square footage of sales area, and loading facilities. \_\_\_\_\_

18. If industrial, indicate type, estimated employment per shift, and loading facilities: \_\_\_\_\_

19. If institutional, indicate the major function, estimated employment per shift, estimated occupancy, loading facilities, and community benefits to be derived from the project: \_\_\_\_\_

20. If the project involves a variance, conditional use or rezoning application, state this and indicate clearly why the application is required. \_\_\_\_\_

**Are the following items applicable to the project or its effects? Discuss below all items checked yes (attach additional sheets as necessary).**

	Yes	No
21. Change in existing features of any bays, tidelands, beaches, or hills, or substantial alteration of ground contours.	<input type="checkbox"/>	<input type="checkbox"/>
22. Change in scenic views or vistas from existing residential areas or public lands or roads.	<input type="checkbox"/>	<input type="checkbox"/>
23. Change in pattern, scale or character of general area of project.	<input type="checkbox"/>	<input type="checkbox"/>
24. Significant amounts of solid waste or litter.	<input type="checkbox"/>	<input type="checkbox"/>
25. Change in dust, ash, smoke, fumes or odors in vicinity.	<input type="checkbox"/>	<input type="checkbox"/>
26. Change in ocean, bay, lake, stream or ground water quality or quantity, or alteration of existing drainage patterns.	<input type="checkbox"/>	<input type="checkbox"/>
27. Substantial change in existing noise or vibration levels in the vicinity.	<input type="checkbox"/>	<input type="checkbox"/>
28. Site on filled land or on slope of 10 percent or more.	<input type="checkbox"/>	<input type="checkbox"/>

	Yes	No
29. Use of disposal of potentially hazardous materials, such as toxic Substances, flammables or explosives.	<input type="checkbox"/>	<input type="checkbox"/>
30. Substantial change in demand for municipal services (police, fire, water, sewage, etc.).	<input type="checkbox"/>	<input type="checkbox"/>
31. Substantially increase fossil fuel consumption (electricity, oil, natural gas, etc.).	<input type="checkbox"/>	<input type="checkbox"/>
32. Relationship to a larger project or series of projects.	<input type="checkbox"/>	<input type="checkbox"/>

### Environmental Setting

33. Describe the project site as it exists before the project, including information on topography, soil stability, plants and animals, and any cultural, historical or scenic aspects. Describe any existing structures on the site, and the use of the structures. Attach photographs of the site. Snapshots or Polaroid photos will be accepted.

34. Describe the surrounding properties, including information on plants and animals and any cultural, historical or scenic aspects. Indicate the type of land use (residential, commercial, etc.), intensity of land use (one-family, apartment houses, shops, department stores, etc.), and scale of development (height, frontage, set-back, rear yard, etc.). Attach photographs of the vicinity. Snapshots or Polaroid photos will be accepted.

### Certification

I hereby certify that the statements furnished above and in the attached exhibits present the data and information required for this initial evaluation to the best of my ability, and that the facts, statements, and information presented are true and correct to the best of my knowledge and belief.

Date \_\_\_\_\_ Signature \_\_\_\_\_  
 For \_\_\_\_\_

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## ESTIMATED TIME FRAME FOR AN APPLICATION

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The table below shows the Application Filing Cutoff date, Design Review Board meeting date and Planning Commission meeting date. The table provides an estimate of time that it would take to review a completed application. In some instances and based upon the complexity of the application, the below noted dates would not apply.

Typical applications that would require a meeting of the Design Review Board include, but are not limited to: Design Review (new buildings), Conditional Use Permit (drivethru), and Specific Development Plan (new buildings/development in a Planned Development area).

For example: A developer submits a completed application for homes to be constructed. The developer will be required to submit on or prior to the May filing cutoff date in order to be on the June Planning Commission meeting. The developer would also need to attend Design Review Board meeting will be held on May to discuss the project prior to the project being heard by the Planning Commission.

If an agenda is received, or you are notified, applicants are **required** to attend the Design Review meeting to answer any questions or concerns that may arise.

Failure to attend the Design Review meeting could result in the application being continued.

APPLICATION FILING CUTOFF	DESIGN REVIEW BOARD MEETING	PLANNING COMMISSION MEETING
<b>May 9, 2018</b>	<b>May 30, 2018</b>	<b>June 20, 2018</b>
<b>June 6, 2018</b>	<b>June 27, 2018</b>	<b>July 18, 2018</b>
<b>July 3, 2018*</b>	<b>July 25, 2018</b>	<b>August 15, 2018</b>
<b>Aug. 8, 2018</b>	<b>Aug. 29, 2018</b>	<b>Sept. 19, 2018</b>
<b>Sept. 5, 2018</b>	<b>Sept. 26, 2018</b>	<b>October 17, 2018</b>
<b>Oct. 10, 2018</b>	<b>Oct. 31, 2018</b>	<b>November 21, 2018</b>
<b>Nov. 7, 2018</b>	<b>Nov. 28, 2018</b>	<b>December 19, 2018</b>
<b>Dec. 5, 2018</b>	<b>Dec. 19, 2018*</b>	<b>January 16, 2019</b>
<b>Jan. 9, 2019</b>	<b>Jan. 30, 2019</b>	<b>February 20, 2019</b>
<b>Feb. 6, 2019</b>	<b>Feb. 27, 2019</b>	<b>March 20, 2019</b>
<b>March 6, 2019</b>	<b>March 27, 2019</b>	<b>April 17, 2019</b>
<b>April 3, 2019</b>	<b>April 24, 2019</b>	<b>May 15, 2019</b>

\*Moved up one week due to Holiday

Design Review meetings will be held on the date noted above on Wednesday morning at 9 a.m., unless otherwise noted.

**Submittal of application on the listed filing cutoff does not ensure scheduling of the project for Planning Commission.** Scheduling an application for Planning Commission consideration is dependent upon such factors as the completeness of an application, the complexity of the project, number of filed applications, and the environmental issues raised by the proposal.

**If the application is deemed complete and the Design Review Board has had ample time to review the application the Board will give its recommendation to the Planning Commission.**

Applicants will receive an agenda for the Planning Commission meeting which will designate the time and place for the meeting. Planning Commission meetings are held on the third Wednesday of the month at 6:00 p.m.

Applicants are **required** to attend the Planning Commission meeting to answer any questions or concerns that may arise.

I have read and understand the information contained on this page:

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Applicant Signature

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Date



## **Schedule of Planning Fees and Services<sup>i</sup>**

Administrative Fee Level 1 <sup>ii</sup>	45% applied	to Consultant charges/contracted services
Administrative Fee Level 2 <sup>ii</sup>	20% applied	to Consultant charges/contracted services
Administrative Variance	\$1,330	Deposit (No Hearing)
Annexation Review	1-20 acres	\$5,000
	21-99 acres	\$10,000
	100+ acres	\$15,000
CEQA – Notice of Determination	\$85 +	+cost Dept Fish&Game County record fee
CEQA – Categorical Exemption	\$335	Per Application
CEQA – Initial Study	\$1,215	Deposit; Hourly Rates+Consultant+Admin <sup>iii</sup>
CEQA – Mitigated Negative Declaration	\$2,500	Deposit; Hourly Rates+Consultant+Admin <sup>iii</sup>
CEQA – Negative Declaration	\$2,500	Deposit; Hourly Rates+Consultant+Admin <sup>iii</sup>
CEQA - EIR	\$5,000	Deposit; Hourly Rates+Consultant+Admin <sup>iii</sup>
Certificate of Compliance	\$3,075	Deposit; Hourly Rates+Consultant+Admin <sup>iii</sup>
City Council Appeal Process	\$1,000	Deposit; Hourly Rates+Consultant+Admin <sup>iii</sup>
Conditions of Approval – Amendment	\$1,000	Deposit; Hourly Rates+Consultant+Admin <sup>iii</sup>
Conditional Use Permit (CUP) – New Construction	\$3,210	New Construction
Conditional Use Permit (CUP) – Existing Building	\$1,605	Existing Building
Conditional Use Permit (CUP) Renewal	\$300	Per Application
Condominium Conversion Review	\$5,000	Deposit; Hourly Rates+Consultant+Admin <sup>iii</sup>
Design Review – PC Review	\$1,000	Deposit; Hourly Rates+Consultant+Admin <sup>iii</sup>
Design Review: Administrative	\$300	Deposit; Hourly Rates+Consultant+Admin <sup>iii</sup>
Design Review: Admin+PC review	\$500	Per Review
Design Review – Modifications – PC review	\$1,000	Deposit; Hourly Rates+Consultant+Admin <sup>iii</sup>
Determination of Public Convenience or Necessity	\$1,150	+ Cost of CUP if required
Development Agreement	\$10,000	Deposit; Hourly Rates+Consultant+Admin <sup>iii</sup>
Development Agreement Amendment	\$5,000	Deposit; Hourly Rates+Consultant+Admin <sup>iii</sup>
Development Permit	\$1,000	Deposit; Hourly Rates+Consultant+Admin <sup>iii</sup>
Extension: Design Review, CUP, & Variances	\$300	Deposit; Hourly Rates+Consultant+Admin <sup>iii</sup>
Extension: Specific Dev Plan/Dev Permit	\$2,000	Deposit; Hourly Rates+Consultant+Admin <sup>iii</sup>
General Development Plan	\$2,000	Deposit; Hourly Rates+Consultant+Admin <sup>iii</sup>
General Plan Amendment	\$5,000	Deposit; Hourly Rates+Consultant+Admin <sup>iii</sup>
Modification from Subdivision Ordinance	\$5,000	Deposit; Hourly Rates+Consultant+Admin <sup>iii</sup>
Parcel Map	\$5,000	Deposit; Hourly Rates+Consultant+Admin <sup>iii</sup>
Parking In-Lieu Fee	\$6,460	Per Space
Planned Unit Development	\$2,000	Deposit; Hourly Rates+Consultant+Admin <sup>iii</sup>
Planning Commission Appeal Process	\$1,000	Deposit; Hourly Rates+Consultant+Admin <sup>iii</sup>
Pre-Application Conference <sup>iv</sup>	\$1,200	Deposit; Hourly Rates+Consultant+Admin <sup>iii</sup>
Pre-zoning	\$1,200	Deposit; Hourly Rates+Consultant+Admin <sup>iii</sup>
Protected Tree Removal Inspection	\$ 265	For Trimming Application
	\$ 530	For Removal Application
Protected Oak Tree Removal Mitigation Fee	\$150	Per Inch (triple if done without City approval)
Resubmitted Tract Map Review	Hourly Rates	Deposit; Hourly Rates+Consultant+Admin <sup>iii</sup>
Reversions to Acreage Review	\$5,000	Deposit; Hourly Rates+Consultant+Admin <sup>iii</sup>
Review of Project CC&R's	\$1,200	Deposit; Hourly Rates+Consultant+Admin <sup>iii</sup>
Rezone Review	< 10 acres	\$3,365
Rezone Review	10 or more acres	\$6,730
Special Planning Commission Meeting	\$1,500	Per Application
Specific Development Plan	\$2,000	Deposit; Hourly Rates+Consultant+Admin <sup>iii</sup>
Specific Development Plan Amendment	\$2,000	Deposit; Hourly Rates+Consultant+Admin <sup>iii</sup>
Street R-O-W / Abandonment	\$5,000	Deposit; Hourly Rates+Consultant+Admin <sup>iii</sup>
Substantial Conformance Finding	\$735	Per Application

Tentative Parcel Map Review		\$5,200	Deposit; Hourly Rates+Consultant+Admin <sup>iii</sup>
Tentative Subdivision Map Review	1-50 lots	\$ 7,765	Per Application
Tentative Subdivision Map Review	>50 lots	\$ 8,580	Per Application
Time Extension Review of approved project		\$500	Deposit; Hourly Rates+Consultant+Admin <sup>iii</sup>
Variance Application		\$3,655	Per Application

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- i Partial list of City fees. Please reference City of Lincoln Master Fee Schedule, City Council Resolution #2012-54, approved September 11, 2012, for complete description and minimum fee amounts.
  - ii The City shall determine the applicable administration fee - see Master Fee Schedule for details
  - iii Hourly Rates are based on City Council approved Fully Burdened Rates and/or actual cost of consultants retained by the City.
  - iv Starts after second conference with Development Services staff